



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-EO (690-600)

23 March 2001

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO, THE U.S. VIRGIN ISLANDS, GUAM, AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: All States (Log Number I01-0045) National Guard Bureau (NGB) Equal Employment Opportunity (EEO)/Equal Opportunity (EO) Spring Training Conference

1. The 2001 NGB EEO/EO Spring Training Conference will be held 30 May – 4 June 2001, at the Marriott Quorum, 14901 North Dallas Parkway, Dallas, TX. The conference is designed to accommodate both EEO and EO personnel. EEO personnel will meet 31 May – 1 June, this EEO portion of the workshop will address Technician and related Title VII issues. EO and Military Equal Opportunity (MEO) personnel will meet on 2 and 3 June, this portion will address both Army and Air National Guard and related Title VI issues. The target groups for the workshops are State Equal Employment Managers (SEEM), Human Resource/Equal Opportunity Officers (HR/EO), Equal Opportunity Advisors (EOA), Equal Opportunity Representatives (EOR), and Military Equal Opportunity personnel (MEO). The objective of the training conference is to offer individual development in the EEO/EO field through a series of hands on workshops and guest speakers. Additionally, attendees will have the opportunity to interact with their peers and senior level officials to learn about the programmatic changes in EEO/EO Programs, and foster relationships necessary for the future of the Army and Air EEO/EO Programs. The theme for the training conference is "Diversity Starts With You".
2. Arrival and registration check-in are scheduled for Wednesday 30 May 2001 for personnel attending 31 May - 1 June 2001 portion of the training conference. Arrival and registration check-in are scheduled 1 June 2001 for personnel attending 2 – 3 June 2001 portion of the training conference.
3. The appropriate uniform for the conference will be Class B (Uniform of the Day). Particulars regarding the registration can be found on the attached registration form. Each participant is required to make his/her own reservation directly with the hotel, you should register under the NGB EEO/EO Spring Conference.
4. The lodging rate is \$89.00, plus tax. This rate is guaranteed through 7 May 2001.

NGB-EO

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5. The following special events will occur during the training conference.

a. Mr. John (Jack) E. Broderick, Chief of Equal Opportunity, will be retiring shortly after the conference. A social will be held on 1 June 2001 from 1800 – 1930. Please see Enclosure 2 for information regarding the social.

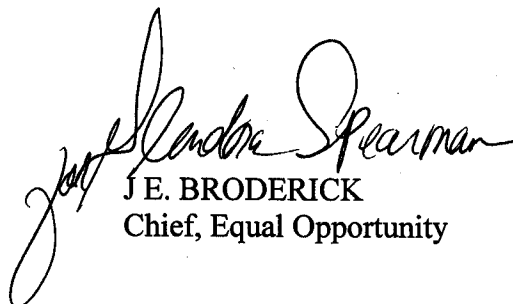
b. Dr. Samuel Betances, Diversity Trainer/Consultant and Motivational Speaker will be a guest speaker/instructor on 1 June 2001 from 1400 – 1700. Participants arriving on 1 June to attend the 2-3 June EO portion of the training conference are highly encouraged to arrive early in the day to attend. This is a rare opportunity and all efforts should be made to attend.

6. Questions may be directed to Mrs. Mary Odom, DSN 327-0779 or COMM (703) 607-0779, email address, Mary.Odom@ngb.af.mil. and Major Languirand, DSN 327-0778 or COMM (703) 607-0778, email address, tom.languirand@ngb.af.mil. or LTC Spearman, DSN 327-0773 or COMM (703) 607-0773, email address, glendora.spearman@ngb.af.mil.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

4 Encls

1. Conference Registration Form
2. Social Event
3. Receipt for Registration Fees
4. Overview of Training



J. E. BRODERICK
Chief, Equal Opportunity

CF: SEEMS

HROs
HREOs
MEOs
EOAs
EORs

Conference Registration Form
2001 NGB EEO/EO Spring Training Conference
30 May – 4 June 2001
Dallas, Texas

Please return to NGB-EEO/EO NLT 7 May 200

Name (Last, First, MI) _____

Rank: _____ Service (ANG/ARNG) _____

Position: _____

Unit Address: _____ Home Address: _____

Unit Phone: DSN/COMM: _____ Home Phone: _____

Unit FAX: DSN/COMM: _____ Email: _____

Conference Hotel: Marriott Quorum, 14901 North Dallas Parkway, Dallas, TX 75240.

Reservations: Must be made no later than COB May 7, 2001, Per Diem Rate of \$89.00 per day plus taxes (\$89.00 is lodging per diem rate) call Marriott Quorum at 1-800-831-4004 or Comm (972) 661-2800.
Rooms reserved under NGB EEO/EO Spring Training Conference.

Registration Fee: \$35.00 (due at registration) must be paid by cash on site. Registration Fee is reimbursable. The Fee covers logistical costs of training. It is the responsibility of the participants to have the registration fee reimbursement authorized on their orders. Registration is from 1400 - 1800 on May 30 and 1 June.

Please Select Dates of Attendance:

EEO Training: 30 May – 2 June 2001 _____

EO Training: 1 – 4 June 2001 _____

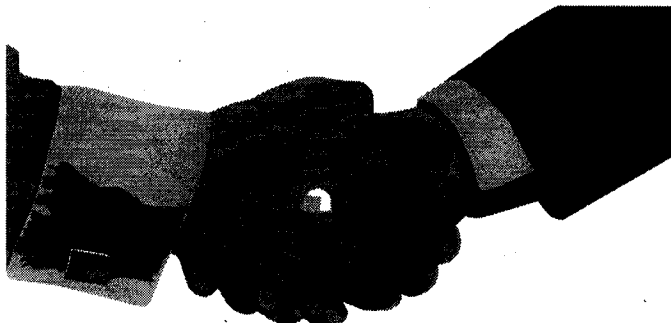
Entire Workshop: 30 May – 4 June 2001 _____

Dates include travel days.

Fax your Registration Form to: TSgt Winiferlane (Win) McGruder
FAX DSN 327-0789/90 Comm (703) 607-0789/90
Phone DSN 327-0777 Comm (703) 607-0777
Email: Winiferlane.McGruder@ngb.ang.af.mil

ENCLOSURE 1

**YOU ARE CORDIALLY INVITED TO ATTEND A SOCIAL ON 1 JUNE 2001,
1800 – 1930 PM IN HONOR OF MR. JACK E. BRODERICK.**



Each State/Territory that will be making a presentation please fax this completed form no later than 7 May 01 to TSgt Winiferlane (Win) McGruder, DSN 327-0789/90 or Comm 703-607-0789/90.

STATE _____

PRESENTOR _____

TYPE OF AWARD/PRESENTATION _____



THIS SOCIAL IS AT NO ADDITIONAL COST

ENCLOSURE 2

RECEIPT

REIMBURSABLE REGISTRATION FEE

30 May - 4 June 2001

Name: _____

**NGB EEO/EO Spring Training
Conference**

\$35.00

(To offset logistic cost
of training)

*Reimbursement of Registration Fee is Authorized

MARY H. ODOM
EEO PROGRAM MANAGER
NATIONAL GUARD BUREAU

ENCLOSURE 3

**National Guard Bureau Equal Opportunity Spring Training Conference
OVERVIEW of
TRAINING EVENTS**

Tuesday 29 May 2001

Arrival of NGB Staff and Advance Party

Wednesday 30 May 2001

Travel Day for SEEM/EEO Participants

1500 – 1800 Registration – EEO Portion

Thursday 31 May 2001

0800 – 1730 Registration – EO Portion

Friday 1 June 2001

Travel Day for HREO/EOA/MEO/EOR

0730 – 1730 Training day for SEEM/EEO

1400 – 1700 DR. BETANCES PRESENTATION

1700 – 1730 CLOSING

1500 – 1800 Registration for HREO/EOA/MEO/EOR

1800 – 1930 Social Event

Saturday 2 June 2001

0700 – 0800 Registration

Sunday 3 June 2001

0745 – 1515 Training for HREO/EOA/MEO/EOR

1515 – 1600 Closing

1600 Travel and Departure

Monday 4 June 2001

Travel and Departure